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No. 302

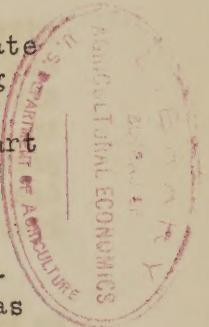
MAR 14 1939

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.1939 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL DIVISION1939 LISTING SHEET CHECKING PROCEDUREGENERAL INSTRUCTIONS

All listing sheets, NCR-309, 309a, 309b, 309c, and 309e, shall be submitted to the State office as soon as practical after the closing date for the hearing of appeals in the county office.

Each set of listing sheets should be stamped with the date of ~~its~~ receipt in the State office and a letter acknowledging ~~such~~ receipt should be forwarded to the county immediately. This letter should show the number of listing sheets of each part which have been received.

Listing sheets are to be checked in the order in which they have been received from the counties. However, a preliminary examination should be made of each set of listing sheets as ~~it is~~ received in order to determine ~~its~~ acceptability for checking. This examination shall include a check to determine that each entry in column (5) does not exceed the corresponding entry in column (4). Compare the entry in column (6) with the entry in column (4) where corrected cropland is shown. Compare each entry in column (8) with the respective entry in column (5) or the corrected cropland entry in column (6). If it is found that the acreage of cropland exceeds the acreage of farmland for any farm, or the entry in column (8) exceeds the correct acreage of cropland, such cases should be immediately referred to the county for correction. However, it may be advisable, where there are numerous discrepancies, to recommend to the State committee that the listing sheets for a county be returned for correction.



After receiving the information from the county, the necessary corrections shall be made on the listing sheets.

If any listing sheets are not acceptable with regard to allotments, yields, and productivity, or where there is evidence that the procedure has not been followed, the State statistician should recommend to the State committee that the listing sheets be returned to the county immediately for correction or completion. Unless these corrections are such that they can be readily finished in the county office, a statistician or a reliable clerk, together with one or two comptometer operators, at the discretion of the State committee, might be sent to assist the county in completing the listing sheets. Where a statistician and his assistants have checked the work in the county office, it will not be necessary to recheck the work done by them when the listing sheets are received in the State office.

The allotments, yields, and productivity indexes in a county may be approved by the State committee even though the sum of the farm allotments or the weighted average of the yields and productivity indexes, as the case may be, varies slightly from the limits approved for the county provided the State allotments, check yields, and productivity index are not exceeded.

All unused acreage allotment reserves which the State committee determines may be released at the time the listing sheets are approved shall be factored into the State committee approved allotment columns. Any reference made in this checking procedure to the county allotment as it refers to the State committee approved columns shall be construed to mean the county allotment as issued plus any reserves available for release at the time the listing sheets are checked.

In checking the factors on the listing sheets, agreement is required to the second decimal place between the factor derived in the State office and the factor used by the county. In making this comparison both factors should be rounded to the second decimal place. The rounding method to be followed is defined in NCR-310.

Provision has been made in the following checking procedure whereby the State committee approved columns may be completed by entering "same as column " followed by the initials of the clerk making such entry. When, in the opinion of the statistician, it is advisable to transfer the State approved entries to the columns provided therefor, the transfer of data should be made.

After the listing sheets have been checked and the State approved allotments, productivity, and yields have been entered in the proper columns, an Ozalid copy of Part I of NCR-309 and of all summary sheets including summaries for Parts II, III, IV, and V should be made. The Ozalid copies should be carefully examined to determine that all entries are legible. Either the Ozalid copy or the original copy of NCR-309, the Ozalid copy of the summary sheets, and the original copies of NCR-309a, 309b, 309c, and 309e will then be returned to the county office. Either the original or an Ozalid copy of the NCR-309 will be sent to the Application for Payment Section where they will be filed. Only the county summary sheets will be retained in the Statistical Section files. Ozalid copies of all summaries will be forwarded to the Washington office immediately after completion of such copies. Include with such summaries forwarded to the Washington Office a report of (a) the percentage of all farms for which entries are stricken in column (8); (b) the percentage of all farms for which entries are stricken in column (25); and (c) the percentage of all farms for which the entries in columns (13) and (14) differ from the respective entries in column (12).

When the listing sheets are returned to the county office, the county committee should be instructed to renotify appellants of their allotments, yields, and productivity indexes, in accordance with the instructions set forth in NCR-313.

The county committee should be instructed to renotify other farmers of all downward revisions or corrections of acreage allotments. The county committee need not be instructed to renotify farmers if acreage allotments have been increased by not more than 1 percent.

An individual notification need not be mailed to farmers in counties where a percentage increase or decrease has been made in yields or productivity indexes resulting from a uniform adjustment; however, a notice of such adjustment shall be published in the local newspapers. A form NCR-312 will be sent to farmers whenever individual adjustments in yield or productivity indexes have been made. In the event a county renotifies a farmer of either an acreage allotment, yield, or productivity index, except in appeal cases, the form NCR-312 should be marked "corrected."

SECTION I.

Checking Procedure for Appeal Listing Sheets.

The appeal listing sheets should be examined to determine that the procedure outlined in NCR-313 has been followed. All individual computations on the appeal listing sheets should be completely checked. The factors used on the appeal listing sheet should be the same as the factors used on the regular listing sheet.

Enter on the regular listing sheet the corrected farm data as taken from the appeal listing sheet. This will be done by striking through the original entry on the regular listing sheet and entering immediately above such stricken entry the correct farm data as taken from the appeal listing sheet.

When all of the data for appeals have been transferred from the appeal listing sheets to the regular listing sheets, the appeal listing sheets will be filed in the statistical unit of the State office.

SECTION II

Restoration Land Goals.

Restoration land goals listed on NCR-309 are to be checked as follows:

1. Add the following:

- (a) Column (5) - Acres of cropland.
- (b) Column (6) - Corrected acres of cropland.
- (c) Column (46) - 1938 restoration land goals.
- (d) Column (47) - Community committee recommended additional restoration land goal.
- (e) Column (48) - County committee recommended restoration land goal.

2. Compare the sum of page totals of columns (46) and (47) with the respective page total of column (48) to determine that such totals are equal to the respective page total of column (48).

3. If the entries in column (48) are determined to be correct, the clerk will write at the head of column (48) "State Committee Approved Restoration Land Goal" and initial. If, by comparing the sum of each of the page totals of columns (46) and (47) with the respective totals of column (48), errors are found in column (48), the clerk will add the corresponding entries in columns (46) and (47) for each farm and correct the entry in column (48), label column (48) "State Committee Approved Restoration Land Goal" and initial at the head of the column.

4. Obtain the difference between columns (5) and (6) by page totals and compare such difference with the respective page total of column (47). If the difference between columns (5) and (6) does not equal the respective page total of column (47), the clerk will check and correct the entries in column (6) by subtracting from the entry in column (5) the corresponding entry in column (47) and obtain corrected page totals of column (6).

SECTION III

Potatoes

Potato Listing Sheet NCR-309a will be checked as follows:

1. Add or check the following:

- (a) Column (5) - 1938 acres.
- (b) Column (6) - Usual acreage based on 1935-37 period.
- (c) Column (9) - County committee recommended allotment.
- (d) Column (10) - Column (9) scaled to county allotment.
- (e) Column (16) - County committee recommended yield.
- (f) Column (17) - Extension, column (10) times column (16).
- (g) Column (18) - Column (16) times factor.

2. Check the factor in the box at the head of column (10) as follows:

Divide the potato allotment for the county by the county total of column (9). The factor in the box at the head of column (10) should agree with the result so obtained to the first two decimal places. No factor in column (10) should be greater than 1.0000.

3. Check the entries in column (10).

- (a) If the factor in column (10) is found to be correct, the entries in column (10) will be checked by multiplying the page total of column (9) by the factor in the box at the head of column (10). The result so obtained should agree, within differences

attributable to rounding, with the corresponding page total of column (10). If these do not agree, an individual check of the entries in column (10) shall be made by multiplying the respective entries in column (9) by the factor in the box at the head of column (10). Where the potato allotments as entered in column (10) are found to be correct, enter in column (12) "same as column (10)" followed by the initials of the clerk making the entry.

- (b) Where the factor in the box at the head of column (10) is found to be incorrect, the correct factor should be entered in the box at the head of column (12). Column (12) will then be obtained by multiplying each entry in column (9) by the factor in the box at the head of column (12).
- (c) The factor used in the box at the head of column (12) cannot exceed 1.0000. However, if the sum of the county committee recommended allotments in column (9) does not exceed the total of the county allotment plus any reserve held in the State office which may be released at this time, the entries from column (9) may be transferred directly to column (12) provided that all of the potato allotments which will be established for farms in the county have been entered in column (9). In the counties where a reserve is held for late farms, the factor used in the box at the head of column (12) for such farms may not exceed the factor used in the box at the head of column (12) for farms on the initial listing sheets.

4. Spot check the individual extensions in column (17) by multiplying the entry in column (10) by the respective entry in column (16). Add column (17).

5. Check the factor in the box at the head of column (18) as follows:

- (a) Multiply the county potato check yield by the county total of column (10), or (12) where column (10) is in error.
- (b) Divide the result obtained in (a) by the county total of column (17).
- (c) The factor so obtained must agree with the factor entered in the box at the head of column (18) to the second decimal place.

6. Check the entries in column (18).

- (a) If the factor in the box at the head of column (18) is correct, check the entries in column (18) on a page total basis by multiplying the page total of column (16) by the factor in the box at the head of column (18). The result so obtained should agree with the total of column (18) except for differences attributable to rounding. Where the potato yields as entered in column (18) have been found to be correct, enter in column (19) "same as column (18)" followed by the initials of the clerk making such entry.
- (b) Where the factor in column (18) is found to be incorrect, enter the correct factor in the box at the head of column (19). Multiply each entry in column (16) by the factor in the box at the head of column (19).
- (c) Where column (16) has been refactored in column (19), check the accuracy of the entries in column (19) on a page total basis as follows:

Multiply the page total of column (16) by the factor in the box at the head of column (19). This should agree within differences attributable to rounding of the total of column (19).

7. Transfer the approved potato allotments and yields to NCR-309, Part I. Any of the available columns (39) through (44) may be used for this purpose. Check the transfer of these data by obtaining totals of the transferred entries and comparing them with the totals of the corresponding columns on NCR-309a.

SECTION IV

Tobacco

Tobacco Listing Sheet NCR-309a will be checked as follows:

1. Add or check the following:

- (a) Column (4) - 1938 planted acreage.
- (b) Column (9) - County committee recommended usual production.

(c) Column (10) - Column (9) scaled to the county limit;

(d) Column (14) - County committee recommended yields.

2. Check the factor entered in the box at the head of column (10) as follows:

(a) Divide the county total tobacco production by the county total of column (9).

(b) The factor entered in the box at the head of column (10) should agree with the result so obtained to the second decimal place.

3. Check the entries in column (10).

(a) If the factor in the box at the head of column (10) is found to be correct, the entries in column (10) will be verified by multiplying the page total of column (9) by the factor in the box at the head of column (10). The result should agree, within differences attributable to rounding, with the corresponding page total of column (10). If these do not agree, an individual check of the entries in column (10) shall be made by multiplying the respective entries in column (9) by the factor in the box at the head of column (10). Correct the entries in column (10).

(b) Where a correction is made in column (10), correct the corresponding entry in column (16) by dividing the entry in column (10) by the respective entry in column (14). Strike the corresponding entry in column (16) and enter the correct acreage indication immediately above such stricken entry.

4. Check the entries in column (16) by multiplying the entry in column (14) by the corresponding entry in column (16). This must equal the entry in column (10). Any differences not attributable to rounding should be checked by dividing the entry in column (10) by the corresponding entry in column (14). Make necessary corrections in column (16). Total column (16).

5. Enter the State committee approved tobacco acreage allotments in column (18). The entry for column (18) will be derived as follows:

- (a) Divide the county total tobacco acreage allotment including any reserves which may be released at this time by the county total of column (16) and enter the result in the box at the head of column (18).
- (b) Multiply each entry in column (16) by the factor entered in the box at the head of column (18) and enter the result in column (18).
- (c) Obtain totals of column (18).
- (d) Check the accuracy of the computations in column (18) by multiplying page total of column (16) by the factor entered in the box at the head of column (18). The result so obtained must agree within differences attributable to rounding with the respective total of column (18).

6. Enter the State approved tobacco yields in column (15). The entry in column (15) will be obtained as follows:

- (a) Divide the county total of column (16) by the county total of column (18) and enter the factor so obtained in the box at the head of column (15).
- (b) Multiply each entry in column (14) by the factor entered in the box at the head of column (15).
- (c) Total column (15).
- (d) Check the accuracy of the computations in column (15) by multiplying the page total of column (14) by the factor entered in the box at the head of column (15). The result so obtained must agree, within differences attributable to rounding, with the corresponding total of column (15).
- (e) For counties for which a reserve is held for late tobacco farms, the factor in the box at the head of column (18) for such farms may not exceed the factor in the box at the head of column (18) on the initial tobacco listing sheets.

7. Transfer the State approved tobacco allotments and yields to NCR-309, Part I. Any of the available columns (39) through (44) may be used for this purpose. Check the transfer of these data by obtaining totals of the transferred entries and comparing them with the totals of the corresponding columns on NCR-309a.

SECTION V

Commercial Vegetables

Add or check the following:

1. (a) Column (5) - 1938 planted acreage.

(b) Column (6) - 1936-37 average acreage.

(c) Column (9) - County committee recommended commercial vegetable acreage allotment.

(d) Column (10) - Column (9) scaled to 1939 allotments.

2. Determine that the total of column (10) is equal to the total of column (6) within differences attributable to rounding.

3. The State committee approved commercial vegetable allotments will be entered in column (11).

(a) If the county total of column (10) does not exceed the county total of column (6), enter in column (11) "same as column (10)" followed by the initials of the clerk making the entry.

(b) If the county total of column (10) exceeds the county total of column (6), obtain a factor by dividing the total of column (6) by the total of column (10). Enter this factor in the box at the head of column (11). Multiply each entry in column (10) by the factor in the box at the head of column (11), and enter the result in column (11).

(c) Obtain the county total of column (11). This must not exceed the county total of column (6).

4. Transfer the approved commercial vegetable acreage allotments to any available columns (39) through (44), NCR-309, Part I. Check the transfer of these data by totaling the transferred entries in NCR-309 and comparing them with the original entries in NCR-309e. These totals must be identical.

SECTION VI

Corn

Corn listing on NCR-309 will be checked as follows:

1. Compare columns (25) and (28). If no adjustment has been made in column (26) for a zero entry in column (25), encircle in red the corresponding entry in column (28).
2. Compare column (29) with columns (25) and (26). Determine that all zero entries in column (25), which have not been adjusted in column (26), have been entered as zero in column (29).
3. Add or check the following:
 - (a) Column (5) or (6) - Cropland. Obtain totals of all entries and subtotals of entries by areas, if any, as designated in column (27). (For wind erosion areas, see Section II of this procedure.)
 - (b) Column (10) - NCR-203 indicated soil-depleting acreage. Obtain totals of all entries and totals of entries by areas, if any, as designated in column (27).
 - (c) Column (25) - 1936 and 1937 average corn acreage. Obtain totals of all entries (including stricken entries) and subtotals of entries by areas, if any, as designated in column (27).
 - (d) Column (26) - Adjusted average corn acreage. Use entry in column (25) where no adjustment has been made in column (26).
 - (e) Column (28) - NCR-203 indicated acreage. Obtain a column total and a total of the nonencircled entries. Enter the second total immediately below the column total and encircle in red. Obtain subtotals of entries by areas, if any, as designated in column (27).
 - (f) Column (29) - Average of columns (25) and (28).
 - (g) Column (30) - Column (29) scaled to county allotment.
 - (h) Column (31) - Adjusted corn acreage allotment. Substitute entries in column (30) if no entry has been made in column (31).

- (i) Column (35) - County committee recommended yield.
- (j) Column (36) - Extension, column (35) times column (30).
- (k) Column (37) - Column (35) times factor in box at the head of column (37).

4. Check the area factors in the box at the head of column (26) as follows:

- (a) Divide the area totals of column (25) (including stricken entries) by the total cropland for the area. The factors entered in the box at the head of column (26) must be identical to the second decimal with the factor so obtained.
- (b) In counties where area determinations have not been made, this factor will be the county total of column (25) (including stricken entries) divided by the total cropland for the county.

5. Check the entries in column (26) and determine that they have been established in accordance with the procedure outlined in NCR-310. If the factors in column (26) were in error, use the corrected factor in making this check.

6. Verify the factors in the box at the head of column (28) as follows:

- (a) In counties within which designated areas have not been established, divide the county acreage allotments by the county total of column (10). The factor as entered in the box at the head of column (28) must agree to the second decimal place with the factor so obtained.
- (b) In counties in which designated areas have been established:
 - (1) Obtain the area and county totals of columns (10) and (25) (including stricken entries) for the farms in each area in the county as designated in column (27).
 - (2) Obtain the percentage that the corn acreage in each area is of the total corn acreage in the county by dividing each area total of column (25) by the county total of column (25).

(3) Multiply the county corn acreage allotment by each area percentage as obtained in the preceding step. Obtain the area factor by dividing each result obtained in the preceding step by the respective area total of column (10). The factor entered in the box at the head of column (28) must agree to the second decimal place with the factor so obtained.

7. Average the page totals of column (26) with the red encircled total of column (28). This average should agree with the page total of column (29). If this average does not differ from the total of column (29) by more than an amount which might be ascribed to rounding, no further check need be made of columns (25), (26), (28), and (29). If a significant difference is found, check the individual entries in column (29) to determine that they are the correct averages in the entries in columns (25) or (26) and (28). Make the necessary corrections in column (29) and obtain the correct total of column (29).

8. Check the factor in the box at the head of column (30) as follows:

Divide the county corn acreage allotment by the county total of column (29). The factor in the box at the head of column (30) must agree with the result so obtained to the second decimal place.

9. Check the entries in column (30) where the factor was found to be correct by applying the factor to the page totals of column (29). If the results so obtained do not differ significantly from the page total of column (30), no further check need be made of the entries in column (30). Where the factor entered in the box at the head of column (30) was found to be in error, the correction will be made in column (32).

10. Examine the entries in column (31). No entry in column (31) can be less than the corresponding entry for the farm in column (25), or column (26) if an adjustment has been made, except as provided in NCR-310, Supplement No. 2.

11. Obtain the State committee approved corn acreage allotments in column (32) as follows:

(a) If the total of the county committee's finally recommended corn acreage allotment as entered in column (30) or (31) does not differ from the county corn acreage allotment by an amount which

the State committee determines should be corrected, entries in column (30) or (31) will be transferred to column (32).

(b) If the total of columns (30) and (31) differs by an amount which the State committee determines should be corrected, or if the factor in the box at the head of column (30) is in error, the entries in column (32) will be derived as follows:

- (1) Divide the county corn acreage allotments by the county total of columns (30) and (31) and enter the factor so obtained in the box at the head of column (32).
- (2) Multiply each entry in column (30) or (31) by the factor in the box at the head of column (32).
- (3) Obtain the total of column (32).

12. Check the entries in column (32).

- (a) If the entries in columns (30) and (31) have been transferred directly to column (32), check the accuracy of this transfer by comparing the totals of column (32) with the corresponding totals of columns (30) and (31).
- (b) If the entries in columns (30) and (31) have been factored in column (32), check the accuracy of these entries by multiplying the page total of columns (30) and (31) by the factor entered in the box at the head of column (32). The result so obtained must agree, within differences attributable to rounding, with the corresponding total of column (32).

Make any necessary corrections.

13. Spot check the individual extensions in column (36) by multiplying the entry in column (30) by the corresponding entry in column (35).

14. Check the factors used in adjusting minor civil division corn yields as follows:

- (a) Obtain the State approved corn yields by townships.

- (b) Multiply each minor civil division corn yield by the corresponding minor civil division total of column (30).
- (c) Divide the result so obtained by the corresponding minor civil division total of column (36). The factor in the box at the head of column (37) must agree with the result so obtained to the second decimal place. If the county check yield for corn is not exceeded, differences in the minor civil division check yields may be allowed.

15. Check the entries in column (37) where the factor in the box at the head of column (37) has been found to be correct, as follows:

Multiply the page totals of column (35) by the factor in the box at the head of column (37). This result should agree, with differences attributable to rounding, with the corresponding page total of column (37). If a difference is found that is greater than might be attributed to rounding, an individual check of the entries in column (37) should be made by applying the factor entered in the box at the head of column (37) to the respective entries in column (35). If the entries in column (37) were found to be correct, enter in column (38) "same as column (37)" followed by the initials of the clerk making this entry.

16. The State committee approved corn yield will be entered in column (38) as follows:

- (a) If it is found necessary to refactor the corn yields, enter the correct factor in the box at the head of column (38) and multiply each entry in column (35) by such factor, and enter the result in column (38).

17. Check the entries in column (38) by multiplying the page total of column (35) by the factor in the box at the head of column (38). This result should agree, within differences attributable to rounding, with the corresponding total of column (38).

SECTION VII

Total Soil-Depleting Checking Procedure,
NCR-309, Part I.

1. Obtain the total of the special crops for each individual farm.

(a) Cross add the special allotment for each farm as entered in columns (32), (39), (41), and (43). Enter the result in column (45).

(b) Check the accuracy of this work on page total basis by obtaining page totals for columns (32), (39), (41), (43), and (45). The sum of the page totals of columns (32), (39), (41), and (43), must equal the page total of column (45) exactly. If any difference is found, the entries in column (45) should be rechecked and corrected.

2. Compare column (10) with column (8). Encircle each entry in column (10) which has a zero history in column (8) for which no adjustment was made in column (9).

3. Compare column (11) with columns (8) and (9). Determine that all zero entries in column (8) which have not been adjusted in column (9) have been entered as zero in column (11).

4. Obtain page, minor civil division, and county total for the following columns:

(a) Column (4) - Acres in farm.

(b) Column (8) - 1936-37 average soil-depleting acreage (including stricken entries).

(c) Column (9) - Total adjusted average acreages. Use entry in column (8) where there is no entry in column (9).

(d) Column (10) - NCR-203 indicated acreage. Obtain also total of nonencircled entries and enter below the column total for all entries. This subtotal should be encircled to distinguish from the column total.

- (e) Column (11) - Average of columns (8) or (9) and (10).
- (f) Column (12) - Column (11) scaled to 1939 allotment.
- (g) Column (14) - County committee recommended 1939 total soil-depleting acreage allotment.
- (h) Column (15) - Column (14) scaled to county allotment.
- (i) Column (15) - Column (14) scaled to 1939 allotment, substituting any corrected entries that have been made in column (16).

5. Verify the ratio in the box at the head of column (9) by dividing the county total of column (8) (including stricken entries) by the total cropland for the county as obtained from the total of column (5), NCR-309.

6. Determine that the entries in column (9) are within the limits outlined in NCR-310 for this column, using the correct ratio.

7. Check the entries in column (11) as follows:

Average the total of column (9) with the encircled sum of column (10). If this average does not differ from the total of column (11) by more than an amount attributable to the rounding and dropping of fractions, no further check need be made on columns (8), (9), (10), and (11). If a difference is found that cannot be attributed to rounding, the individual averaging of column (8) or (9) with column (10) should be checked with the respective entry in column (11). Correct entries in column (11) by striking through the entries in error and entering the correct figure immediately above such stricken entries. Obtain the corrected total of column (11).

8. Verify the factor in the box at the head of column (15) by dividing the total soil-depleting allotment for the county by the county total of column (14). Compare the factor thus obtained with the factor entered in the box at the head of column (15). Any significant errors will be corrected in column (17).

9. Verify the entries in column (15) where the factor was found to be correct by applying the factor to each page total of column (14). If the result so obtained does not differ from the page total of column (15) (including stricken entries) by more than an amount attributable to the rounding and dropping of fractions, no

further check of computations in column (15) is necessary. If a greater difference is found, computations in column (15) should be corrected individually.

10. Enter in column (17) the State committee approved 1939 total soil-depleting acreage allotments. These entries should agree with the entries in column (15) or (16), except where it is necessary to factor the county committee recommendations to meet the county allotment.

Where it is determined that it is necessary to factor column (15) to meet the county allotment, the entries for column (17) will be obtained as follows:

- (a) Divide the county total soil-depleting acreage allotment less the total of the entries in column (16) by the county total of the nonstricken entries in column (15). Round the factor so obtained to four decimal places and enter in the box at the head of column (17).
- (b) Multiply each entry in column (15) by the factor in the box at the head of column (17).
- (c) Obtain a total of column (17).
- (d) Transfer all entries in column (16) over to column (17). Do not factor.

11. Check the entries in column (17).

- (a) Where no factoring was necessary, compare the total of column (17) with the total of columns (15) and (16). These totals must be identical.
- (b) Where a factor was used to obtain column (17), compare the subtotal of column (17) with the result taken before the transfer of the entries in column (16) obtained by multiplying the factor in the box at the head of column (17) by the total of the nonstricken entries in column (15). An individual check of the computations should be made where a difference is shown which is too great to be attributed to the rounding and dropping of fractions.
- (c) Read back the transfer of the entries in column (16).

12. Spot check the entries in column (21) by multiplying the entries in column (15) by the respective entries in column (20). Obtain page, minor civil division, and county totals of column (21).

13. Check the factor in the box at the head of column (22) as follows:

- (a) Multiply the minor civil division productivity index as assigned by the county committee and approved by the State committee by the corresponding minor civil division total of column (15).
- (b) Divide the result obtained under (a) by the corresponding minor civil division total of column (21). The factor in the box at the head of column (22) must agree to the second decimal place with the result so obtained.

14. Check the entries in column (22). If the factor entered in the box at the head of column (22) has been found to be correct, multiply the page totals of column (20) by the factor in the box at the head of column (22). The result so obtained should agree, within differences attributable to rounding, to the corresponding total of column (22). When all necessary corrections have been made in column (22), enter in column (23) "same as column (22)" followed by the initials of the clerk making such entry.

15. Where the factor in the box at the head of column (22) was found to be incorrect, the correct factor should be entered in the box at the head of column (23). Multiply each entry in column (20) by the factor entered in the box at the head of column (23). Total column (23). Check the entries in column (23) by multiplying the page total of column (20) by the factor entered in the box at the head of column (23). The result so obtained should agree with the corresponding total of column (23).

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 WASHINGTON, D. C.

1939 AGRICULTURAL CONSERVATION PROGRAM
 NORTH CENTRAL DIVISION

1939 LISTING SHEET CHECKING PROCEDURE

SECTION VIII

Cotton

Cotton listing sheets will be checked in the following manner:

1. Retrace the computations made in county offices by applying the procedure outlined in the instructions for determining 1939 cotton acreage allotments and normal yields, NCR-310c and supplements thereto.
2. Entries in columns (39), (40), and (41) will be determined in the State office.

Column 39.--Enter in this column the extension, rounded to a whole number, obtained by multiplying each entry in column (27) by the respective entry in column (38), for those farms for which the county committee recommended a yield in column (38). For those farms for which a dash was entered in column (38), enter in column (39) the extension, rounded to a whole number, obtained by multiplying each entry in column (40) by the corresponding entry in column (27), and encircle it.

Obtain a county total of the encircled and a county total of the unencircled entries in column (39), and enter such totals as subtotals on the first line below the total line for such column.

Column 40.--Enter the result, rounded to a whole number, obtained by multiplying each yield entry in column (38) by a factor which is obtained as follows:

- a. Determine the county normal production by multiplying the county total of the final adjusted acreage allotments from column (27) by the normal check yield established for the county.
- b. Subtract from the result obtained in step (a) above, the sum of the encircled entries in column (39).
- c. Divide the result in step (b) above, by the sum of the unencircled entries in column (39).

Column 41.--Enter the State Committee approved normal cotton yield for 1939.

The new farms listing sheet should receive a check comparable to that given to the regular listing sheets, being especially careful to determine that each farm listed as a new farm was properly classified as such.

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